



**POSITION DESCRIPTION:** Office & Finance Coordinator

**TERMS:** Casual contract Monday 8 December 2025 to Thursday 2 April 2026.

**HOURS:** 31 hours per week

**RATE:** \$60 per hour + super

**Position Background**

The Office and Finance Coordinator provides financial and administrative support to the staff and volunteers at 3CR. This is a short-term appointment providing Long Service Leave cover.

**Key Responsibilities and Duties**

**Finance/Accounts**

- Managing all payment systems including cash receipts, internet banking, online store and donations and subscriptions portal.
- Cash receipts reconciliation, preparation and lodgment of banking.
- Managing account payables/receivables
- Processing merchandise sales including receipt of moneys, customer service and mailout
- Oversight and maintenance of financial software system
- Processing payroll ensuring ATO obligations are met for PAYG and Superannuation
- Management and reconciliation of Petty Cash
- Maintain Asset Register
- Maintain accurate financial records and archiving of financial records
- Convene and provide monthly financial reports to the Finance Sub Committee
- Support the Station Manager to develop the annual budget.
- Provide all aspects of finalised end of year account (3CR operates on a calendar year)

**Compliance**

- Adhere to sector reporting requirements
- Manage grant disbursements and maintain accurate record keeping systems to provide reporting to funders
- Coordinate with external auditors during annual financial audit, providing necessary documentation and explanations.

**Fundraising, Donations and Membership**

- Regular and accurate updating of Salesforce CRM database with donations and subscriptions, maintain contacts and receipt payments.
- Creation of timely donation and subscriber reports
- Respond to donor and subscriber enquires
- Administer and assist the development of subscriber materials and coordinate mailouts

**Office Management**

- Ensuring the smooth running of the office, including management of incoming and outgoing mail and deliveries
- Ordering and maintaining office and station supplies and equipment
- Manage office documentation, filing and databases.

**General Duties**

- Attend 3CR staff meetings
- Participate in station access duties supporting volunteers, as required

**Accountability:**

The Office and Finance Coordinator reports to the Station Manager and is employed by the Community Radio Federation, Committee of Management